

POSITION DESCRIPTION EP

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

PART I-Position Information

1. Agency Name Dept. of Social & Rehabilitation Services	9. Position Number K0162677	10. Budget Program Number 29110
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) General Maintenance & Repair Technician , Sr	
3. Division West Region	12. Proposed Class Title	
4. Section Operations	13. Allocation	
5. Unit Operations	14(a). Effective Date For Use	14(b). FLSA Code
6. Location (address where employee works) City: Salina County: SA	By 15. By Approved	
7. (Circle appropriate time) Full time XX Perm. XX Inter. Part time Temp. 100 %	16. Audit Office Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 PM	17. Position Reviews Date: Date: Date: Date:	

PART II-Organizational Information

18(a). Briefly describe why this position exists. What is the purpose, goal, or mission of the position.)

This position performs maintenance tasks for the West Region DCF offices that would not be the responsibility of the landlord. The goal of the position is to maintain the buildings, furniture and equipment in good repair, be responsible for the furniture and equipment inventory, maintain the state cars, and to provide for a safe, secure work environment for staff.

18(b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Deb Wyant	Facilities Manager	K0041937

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed with the latitude and independent judgment to determine methods and procedures. Work is performed independently and instructions from supervisor are general in nature with a focus on outcome.

d) Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
(x) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
() Major program failure, major property loss, or serious injury of incapacitation.
() Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

<u>No.</u>	<u>%</u>	<u>E or M</u>	
			Work of this position is reviewed by the supervisor through periodic conferences to determine progress towards achievement of the assigned goal(s).
1.	25%	E	<p><u>BUILDING MAINTENANCE:</u></p> <p>This position is responsible for performing building maintenance tasks such as wall repair, small paint jobs, minor plumbing tasks, on-demand custodial tasks, replacing ceiling tiles, and lock and door hardware repair using appropriate tools and materials in order that the building remains a safe, pleasant working environment. Incumbent performs grounds maintenance tasks such as collecting litter on the grounds, sweeping sidewalks as necessary, snow removal of sidewalks and entryways and reporting to supervisor any areas of possible concern in order that the grounds remain attractive and safe for staff and clients. Responsible for periodically checking the underground sprinkler system which involves checking sprinkler heads and making any necessary adjustments to spray patterns and setting and adjusting times for the numerous watering zones to avoid excessive water use or waste, and to help ensure the health and safety of staff and visitors.</p>
2.	10%	E	<p><u>SAFETY AND SECURITY:</u></p> <p>Responsible for maintaining building security by ensuring that the various door locks are working properly. This involves being knowledgeable and skilled in regard to the different types of lock and door hardware used in the buildings. Responsible for the maintenance and checking of the emergency lighting system and fire alarm system. This involves running regular checks on the system, coordinating repair and service, and responding to concerns of the local Fire Department. Serves as one of the primary safety contacts for the office. Must be familiar with the safety plan and will help promote safety awareness in the office. Tracks safety concerns, complete incident reports, assists with safety drills and completion of evaluations of those drills. Ensures first-aid kits are fully stocked. Presents the safety issues portion of new employee orientation.</p>
3.	25%	E	<p><u>STATE CAR MAINTENANCE:</u></p> <p>Incumbent is responsible for the maintenance of the state cars by performing routine, and on demand, operator level checks; routinely, and on demand, coordinating cleaning the interior and exterior of the vehicles; ensuring that repairs and scheduled maintenance are performed expediently and through the most economically feasible means. Informs supervisor of any major problems with any vehicle and will secure approval from appropriate staff before proceeding with any repairs or maintenance. All this is accomplished in order that the cars are in safe, clean, running order for employees. Ensures that the information in each vehicle log book is current and in good condition. At end of each month, reconciles car logs, prepares Monthly Car Activity Log, makes copies of logs and receipts and forwards originals/copies to appropriate staff and places copies in local files. Creates new Vehicle Daily Logs on a monthly basis for staff use and inserts in log book.</p>
4.	25%	E	<p><u>GENERAL MAINTENANCE:</u></p> <p>Moves, assembles, repairs furniture and equipment; erects and alters Herman Miller furniture. This requires the incumbent to be knowledgeable and skilled in the installation and functional use of the Herman Miller components. Uses appropriate tools and materials in accomplishing these tasks in order that furniture and equipment provide a functional and ergonomically correct work environment for staff. Repairs, arranges for repairs, or prepares a request for disposition for any furnishings or non-IT equipment. Helps transport furnishings or equipment to repair agencies or other destinations.</p>
5.	15%	E	<p><u>INVENTORY/SUPPLY ROOM:</u></p> <p>Monitors supply levels and submits orders to replenish supplies, checks incoming shipments by comparing what was ordered and what was received and forwards packing lists/invoices to appropriate staff; put supplies away in the storeroom. This is accomplished in order that adequate supply levels are maintained and organized. Performs annual physical inventory of furniture and equipment and prepares information for input into the computer in order to maintain an up-to-date inventory of furniture and equipment. Inventory of information technology-related equipment is the responsibility of the Information Technology Staff.</p>

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

If State cars are not checked and maintained properly, injury to staff/clients/public could result. If buildings and grounds are not maintained, injury to staff/clients/public could result. If furniture and equipment are not adequately maintained and functional, staff cannot perform the duties and responsibilities of their positions.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contacts are made with staff regarding their office environment, any repair work and for supply distribution. Contacts are made with vendors in regard to building maintenance and repairs, state car maintenance and repairs, grounds maintenance and repairs, and equipment/furniture maintenance and repairs. Because of the variety of contacts, the incumbent must possess the ability to communicate and get along with all types of personalities in all types of situations.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Risk of injury due to lifting, moving furniture, shoveling snow.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Calculator, computer, inventory and other software, various power and hand tools, ladder, snow blower, state vehicles-- all used daily.

PART III-Education, Experience and Physical Requirements Information.

27. Minimum Qualifications as stated in the State of Kansas Class Specification.

One year of experience in two or more building trades or mechanical building trades. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).

Valid Driver’s License

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

A combination of 3 years of education and/or experience in two or more building trades and maintenance.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work involves moderate to considerable physical exertion; may work in strenuous body positions for short periods of time. Work involves temperature extremes and difficult weather conditions. Contact with equipment with exposed moving parts. Ability to lift and move furniture and supplies up to and over 70 lbs.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Instructions or training in the use of emergency and safety plans so that incumbent knows how to deal with emergency situations. Incumbent reports issues and concerns in regard to the buildings/grounds/furniture/equipment that are or can become safety hazards by notifying supervisor and working out a plan for resolution

PART IV-Signatures

Signature of Employee Date

Signature of Personnel Official Date

Signature of Supervisor Date

Signature of Agency Head or Appointing Authority Date